

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING AGENDA**

COMMITTEE: Quality Personnel Committee

RECORDER: Angela McGuire

DATE: August 25, 2010

COMMITTEE MEMBERS

PRESENT: Marie Kanne Poulsen (Co-Chair), Mike Fuller, Kris Pilkington, Maurine Ballard-Rosa

GUESTS: Jeannie Smalley (DDS), Kathleen Sadao, Cathy Mikitka, Monica Mathur, Kari Stewart, Cindy Arstein-Kerslake, Fran Chasen

LIAISONS: Pamela Quiroz (CDE)

STAFF: Angela McGuire, Virginia Reynolds

ABSENT: Beverley Morgan-Sandoz (Co-Chair), Madeline Journey-Lynn, Ellen Cervantes, Kat Lowrance, Patric Widmann (DDS)

MEETING NOTES

- I. INTRODUCTION AND WELCOME TO NEW MEMBERS
 - A. New members Maurine Ballard-Rosa and Mike Fuller were welcomed.
 - B. Community issues
 - Maurine will send *NASDE Workforce Preparation to Serve Children who Receive Part C Services* to Angela to disseminate to committee.
- II. AGENDA REVIEW
 - A. Two items were added per request of the Executive Committee: discussion of Underrepresentation and Outreach Work Group and committee member completion of the OSEP Survey.
- III. REVIEW AND APPROVAL OF MINUTES
- IV. CHAIR'S REPORT
 - A. Marie shared information about Jack Shonkoff's presentation at the Early Childhood Summit 2010 in Washington DC this summer. He

discussed the impact of family stress on infants and toddlers and their developing brains. Our job is to educate personnel on family supports and services needed to enhance family well-being. Marie disseminated copies of *Excessive Stress Disrupts the Architecture of the Brain*. She encouraged other committee members to bring information to the group. Information may be sent to Marie and she will copy and bring to the meeting.

V. PRIORITY TASKS/DISCUSSION

A. Early Start Personnel Manual

1. Final recommendation to Executive Committee – ESPM will be presented at ICC meeting tomorrow for vote in October. Our input at the last meeting has been discussed and incorporated into the final document.
2. ESP Model (begun in 1987) has been brought forward and revised to the 2010 version: the ESP Manual. It is still considered draft. In Oct, the ICC will vote that it be recommended and more widely disseminated. Marie will forward the most current version to those members of the committee and visitors that requested it.

B. Early Start Training

1. Overview of ES Comprehensive System of Personnel Development (WestEd staff) – Recorded presentation. The committee viewed and discussed a narrated PowerPoint presentation describing the proposed model for future delivery of Early Start training and technical assistance. The model is multimodal, utilizing Web-based course work, face-to-face networking institutes, and facilitated online communities of support for learners. Marie recommended that the presentation be shared with the whole ICC. Angela and Virginia will discuss with Patric.
2. It was suggested to add 'vision and intent' to the Foundations 1 course– or as a stand-alone piece that would promote participation.
3. The individual topic areas are represented in the Early Start core curriculum and have been developed over the course of 20 years. The Foundations/Essentials courses target professionals new to the field but the information is useful to all... could be a refresher for more experienced staff. Additional reading/information will be provided to give more experienced participants more depth. There is always new research and new practice to explore. ESPM has identified the 'gold standard' for EIS and EIA, but we haven't elaborated how people demonstrate/document this. The implementation of the multimodal training delivery, along with the student tracking capacity of a learning

management system, may provide a way to document/demonstrate professional development activities that lead toward attainment of competencies. Monica Mathur provided additional explanation about the content and the components of the system, including networking institutes, communities of learners, etc. Committee members observed that ES personnel prep has been moving toward this multiple mode of delivery across the years – i.e. the Distance Learning Project. Eventually, WestEd staff hopes to move to the inclusion of local cohort training (LoReTTA), which was envisioned several years ago. The multimodal delivery process could reach more partner agencies (EHS, MH) and could bring more people into the field.

4. Marie asked if there were a map of professional development EC topics. No one was aware of a complete map/central hub. There is a need.
 5. Marie also recommended that WestEd work to capture in a written narrative the strategic planning and research that went into this process.
- C. Report on TTAC Activities (Maurine and Cathy) – At the last TTAC meeting, attendees brought laptops and tried to get on the Early Start Neighborhood. Some attendees could not access the site as their agencies block access to anything that looks like social networking (FaceBook).
1. Committee members observed that people are almost at the point of over-saturation. It would be useful to have a central access point, a clearinghouse of information and sites that have already been ‘vetted.’ A TTAC clearinghouse would be useful across TTA providers.
 2. Committee members would like more discussion of formats of technology and how technology may be used to forward personnel development.
- D. Update on Plans for Monitoring – Virginia and Jeannie reported on the status of monitoring. First two regional center visits of the fiscal year had to be rescheduled because of the current budget stalemate. Also, under CSPD contract WestEd is supporting the development of a focused monitoring process and manual. Currently, monitoring visits are a mix of verification, full record reviews, and child outcome visits. Prevention Program reviews are being conducted as well. The new ES Report will capture data on children that are referred to the Prevention Program.
1. Marie asked about the Prevention Program reviews. Jeannie reported that records are reviewed to examine timelines, referrals, and eligibility. The DDS staff nurse

consultant has commented that many RCs have an active Prevention Program in place; some do not.

2. Marie asked what the prognosis is for the Prevention Program? Jeannie answered that its future is questionable—it's funded under the general fund.
 3. Committee members asked if there is an analysis of the plans, programs and services offered? There is not yet.
 4. Committee members asked if there is great variability in the plans submitted by RCs? There is.
 5. Committee members asked if there is pro-active collaboration with First 5? Jeannie answered that it depends on the vicinity. Mike indicated that he hadn't seen data on Prevention Program/local First 5 collaboration either. There is continuing collaboration between First 5 and ES FRCs in many communities.
- E. OSEP Survey – Committee members devoted approximately 20 minutes to completing the OSEP Survey, as requested by the Executive Committee.

VI. COMMITTEE ACTIVITIES

A. Underrepresentation and Outreach Work Group/Information

- Committee suggested that the ICC identify the information/participation that would be useful for ICC
- Committee also suggested the following strategies for increasing input/participation:
 1. Utilize the FRCs, FECs and PTICs – funded parent support and education groups. The committee suggested that it would be useful for ICC to know what each of these types of organizations do and what they are hearing are the issues for families.
 2. Include a standing item on the Executive Committee agenda to report on family/parent issues birth to 8—all of early childhood.
 3. Hold ICC at different places around the state to facilitate attendance by public.
 4. Institute a forum for families/groups to submit input via video or the Web.
 5. Charge committee members and community reps to go out to local meetings to collect family stories.
 6. Collect family input via monitoring visits.
 7. Capture stories from local teams.
 8. Activate an online form for public input (in development).

B. Membership –

- We have several new members: Mike Fuller and Maurine Ballard-Rosa.

- C. Public input – *Deferred to next meeting*
 - 1. Review updated document
 - 2. Discuss processes for tracking

VII. ACTION AND RECOMMENDATIONS

- A. Maurine will send *NASDE Workforce Preparation to Serve Children who Receive Part C Services* to Angela to disseminate to committee.
- B. Mike Fuller and Maurine Ballard-Rosa need to be added to the QPC roster.

VIII. NEXT MEETING

- A. Take up discussion of analysis of public input.
- B. Date TBA.